

Tessitura Systems Specialist

The Kalamazoo Arts and Cultural Consortium seeks an energetic, customer-oriented individual for this brand new full-time salaried position with benefits. The Tessitura Systems Specialist will lead the database management and technical support of the Tessitura network system for five area arts and cultural organizations including: Kalamazoo Civic Theatre, Kalamazoo Symphony Orchestra, The Irving S. Gilmore International Keyboard festival, Western Michigan University (Miller Auditorium) and The Air Zoo.

Duties include but are not limited to the administration activities related to the shared Tessitura database, setting up security levels for user groups and end users, creating new user accounts, assisting in the set-up of mobile and online interfaces, training of members of the consortia, involvement in developing and upholding service level agreements and unified business practices of the consortia. The Tessitura Systems Specialist will be the central point of contact between the organization, the software provider Tessitura, and other related consultants and contractors. Candidates must possess a thorough understanding of database administration procedures, website management, as well as the ability to work and communicate effectively and professionally with a diverse team and various vendors.

This position will be employed and report to the Kalamazoo Civic Theatre, but be responsible to the consortium as a whole. For further information and to view a complete job description, please visit <http://www.kazoocivic.com/tessitura-systems-specialist>. Applications are taken by mail and email. Please submit a cover letter, resume, and salary history to: Tessitura Systems Specialist Application ATTN: Kristen Chesak, Managing Director Kalamazoo Civic Theatre, 329 South Park Street, Kalamazoo MI 49007 or by email to : lmcleod@kazoocivic.com. Please use 'Tessitura System Specialist Application' in the subject line of all emails. The Kalamazoo Civic Theatre is an equal opportunity employer. Position is open until filled.